

**CITY OF SANDY OAKS, TEXAS**

**RESOLUTION NO. 2024 - 200**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANDY OAKS ADOPTING A PURCHASE CARD POLICY FOR ALL DEPARTMENTS, EMPLOYEES, OFFICERS, AND ELECTED/APPOINTED OFFICIALS USING CITY ISSUED PURCHASE CARDS AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Sandy Oaks (“City”) recognizes that the day-to-day operations of City business at times requires immediate and small purchases of goods and/or services to effectively conduct City business through various departments; and

**WHEREAS**, the City Council recognizes that policies and procedures are needed to provide guidance and compliance requirements to all City departments, employees, officers, and elected/appointed officials (“Card User”) requesting and using a City credit or debit card (“Purchase Card”) for the purchasing of goods and/or services for the City; and

**WHEREAS**, establishing a clearly defined policy would provide the responsibilities, procedures, and guidelines that are uniform and can be consistently applied to all Card Users for the use of Purchase Cards; and

**WHEREAS**, such policy will ensure accountability and transparency for all purchases using a Purchase Card for all City-related business expenses;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SANDY OAKS, TEXAS:**

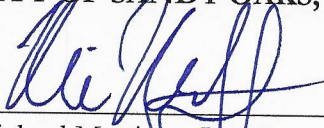
**SECTION 1. PREAMBLES INCORPORATED.** The City Council officially finds and declares that the facts and recitations set forth in the preamble to this Resolution are true and correct.

**SECTION 2. POLICY ADOPTION.** The City Council hereby adopts the Purchase Card Policy attached hereto as Exhibit “A” and incorporated herein, applicable to all City departments, employees, officers, and elected/appointed officials of the City of Sandy Oaks requesting the use of a City Purchase Card.

**SECTION 3. EFFECTIVE DATE.** This Resolution shall take effect immediately upon its passage.

**PASSED AND APPROVED** on this 27th day of June, 2024.

**CITY OF SANDY OAKS, TEXAS**

  
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Michael Martinez, Jr., Mayor

ATTEST:

  
Delma Doyal, City Secretary